

Zoning Amendment Procedures (Rezoning)

1. Contact a Registered Land Surveyor to prepare preliminary certified survey map showing the proposed lot(s) and/or area to be rezoned.
2. Complete a rezoning application
Completed application includes the following:
 - a. Preliminary survey
 - b. Written explanation
 - c. Plot plan or drawing to support request. All pages including plot plan, no larger than an 8½ x 11 or 11 x 17 sheet if necessary.
 - d. Town-signed preliminary certified survey map and town decision sheet (yellow form)
3. Make copies of the application, preliminary CSM, and any other supporting documents for the Town.
4. Submit application, 4 copies of the preliminary survey, other supporting documentation, and nonrefundable fees totaling \$450 (\$300 hearing fee, \$100 Farmland Preservation Program administrative fee for amendments out of the A-1 zoning district and \$50 preliminary certified survey review fee) to the Jefferson County Zoning Department, 320 S. Main St., Room 201, Jefferson, WI 53549. Deadline is usually the second Friday of the month for the next month's public hearing.
5. Contact clerk of the town in which the proposed zoning amendment is located for Planning Commission/Town Board meeting dates and times.
6. Attend Town Planning Commission meeting (if applicable).
7. Attend Town Board meeting.
8. Clearly mark proposed lot(s) with flags for the Zoning & Planning Committee's visual inspection prior to public hearing. If the proposed lot(s) are not marked prior to the Zoning Committee's inspection, your rezone petition will be delayed!
9. Attend Jefferson County Zoning & Planning Committee public hearing (public hearing notice will be sent to you in the mail prior to hearing. NOTE: Petition will not be included on a public hearing agenda until Town's response is received by Zoning, including a signed preliminary certified survey map and town decision sheet-yellow form)
10. Approximately 10 days after public hearing the Zoning Committee will meet and make their recommendation on the proposed zoning amendment.
11. Jefferson County Board of Supervisors takes final action on Zoning & Planning Committee recommendation for approval or denial of petition at their next monthly Board Meeting.
12. If approved, zoning amendment becomes effective when all conditions of the approval have been met (i.e. soil test, final CSM, affidavit, payment of conversion fees etc.) Decisions of the Jefferson County Board of Supervisors may be appealed to Circuit Court.